

# WIOA YOUTH POLICY

**DATE ISSUED:** June 3, 2019

**Date Updated:** November 5, 2019

**TO:** Workforce Solutions (WFS) Youth Staff

**FROM:** WIOA Employment Services Division Manager

**SUBJECT:** 5% Enrollment Window

**PURPOSE:** This policy defines how the local Workforce Development Area interprets and implements the “5% window” for non-income eligible youth participants, as described in Federal WIOA Policy Sec. 129(a)(3)(A)(ii) and 129(3)(B).

**POLICY:** Up to 5% of in-school youth participants served by WIOA Young Adults in Ramsey County, may be individuals who do not meet the income criteria for eligible in-school participants, provided they have at least one additional identified barrier to education and employment. Additionally, up to 5% of out-of-school youth participants, who would otherwise be required to be low-income, do not need to meet the income requirements.

**PROCEDURES:** The eligibility determination process is as follows: Application, Review, Intake, and Orientation. The program supervisor and/or Planner review and document the following requirements by the self-certified signed application and secure supporting documentation as mandated by the WIOA/MYP process guide. If we encounter youth who do not meet the income criteria yet need our services and meet the other eligibility criteria, a supervisor will evaluate if they can be enrolled based on the 5% window. Eligible participants must:

- Provide proof of social security number; card must be presented and copies of the card will be entered into the client file.
- Reside in Ramsey County.
- Citizenship: Youth must be a legal resident.
- Males 18 year of age and older must register for selective services.

**EFFECTIVE DATE:** June 24, 2019

**CONTACT PERSON:** WIOA Manager